



# SUBMITTAL REQUIREMENTS

## Administrative Permit - Temporary Use

Mailing Address:  
PO Box 660  
Napa, CA 94559

Planning Division  
1600 First Street  
707.257.9530

### PURPOSE

Temporary or seasonal uses not specifically listed in Section 17.52.490 of the Zoning Ordinance that typically operate less than 45 days, such as Christmas tree or pumpkin sales, require an Administrative Permit in non-residential or mixed-use districts.

### PLAN REQUIREMENTS

1. **Size.** 24" x36" trimmed and folded to 9" x12" maximum size.
2. **Scale.** Acceptable site plan scales are 1"=10', 1"=20', 1"=30', or 1"=40'. Acceptable architectural plan scales are 1/4"=1' or 1/8"=1'.
3. **Other.** Include north arrow, date prepared, the scale, bar scale, and legend identifying symbols and abbreviations.
4. **Preparer.** Name, address, phone number, and email of person preparing the plan(s). In many cases, plans must be prepared and signed by a licensed civil engineer, surveyor, licensed architect, landscape architect, and/or building designer.

### SUBMITTAL MATERIALS

*Some submittal requirements may be waived depending on the type of project. Unless waived on this form with a cross-out/staff initial, all submittal information shall be provided before the application is accepted as complete.*

*If another City permit or Project entitlement is also required, the materials supporting the added permit or entitlement must also be submitted.*

*If your application requires multiple permits or entitlements, submit the number of plan sets for the permit or entitlement that requires the largest number of plans sets.*

- 1 **Planning Application Form** - Completed and signed by all property owners holding a title interest.
- 2 **Fee/Initial Deposit** - Administrative Permits are a \$570 flat fee. Check payable to City of Napa.
- 3 **Written Project Description** - Shall describe how the proposed temporary use including days and hours operating, how litter and security will be handled, type of fencing if any, signs, and other information to address the standards listed Section 17.52.490 of the Zoning Ordinance.
- 4 **SITE PLAN DRAWINGS-** (6 full size copies and a reduced set of all plan and map sheets at 8.5" X 11") - fully dimensioned and accurately drawn. Use as many sheets as necessary. Information may be combined as long as the plans are easy to read. Site plan shall include the following basic information:
  - a **Vicinity map** - Show site in relationship to local and major cross streets, named; include a north arrow.
  - b **Site and adjacent properties** - Location of all existing structures identified by type and indicating which are proposed to be removed and which will remain. Include the project site *and* adjacent property at least 100 feet beyond site, adjacent building footprints and approximate height, and streets (labeled) leading to the site.
  - c **Boundaries** - All existing and proposed property lines, tract name, easements (size and type called out), right-of-ways, trails, and the like. Approximate dimensions of all lots, radii of all curves and central angles.
  - d **Trees** - All trees over 6" in diameter measured 54" above existing grade. Provide their common name, size, condition, drip line and location onsite. Note whether any are "Significant Trees" designated by the City that are strictly protected. Any trees

proposed to be removed shall be identified along with the reasons why they are proposed for removal. In addition, show trees in the adjacent public right-of-way within 30 feet of the area proposed for development, and on adjacent properties with drip lines over the project site. An arborist report and photographs may be required.

- e **Natural features and constraints** - Site features including creeks and adjacent riparian vegetation, wetlands, major rock outcroppings, landslides, flood zones, earthquake faults and related setbacks.
  - f **Other site development** - All decks; fences and walls including retaining walls; monument signs; bicycle racks; refuse disposal and outdoor storage areas with proposed screening, etc. The project will need to include detail design and materials.
- 5 **Lighting Plan** -Preliminary plan for any exterior lighting, detailing design, location and height *may* be needed to address project impacts.

#### ADDITIONAL SUBMITTAL REQUIREMENTS IN CERTAIN CIRCUMSTANCES

- 6 If site is in :FP Floodplain Overlay District, floodway analysis (if applicable) and other materials must be provided to address Floodplain (17.38.050), and potentially floodway (17.38.090) and/or Flood Evacuation Area (17.38.070) requirements. For properties in the floodway area, a detailed development plan and floodway development analysis showing all elements of Title 17 of the Napa Municipal Code. For properties in the flood hazard areas, a development plan indicating the amount of fill required and/or floodproofing measures required by Title 17 of the Napa Municipal Code. The site plan will need to show the approximate location of all areas subject to inundation of stormwater overflow and the location, width and direction of flow of all watercourses, including tidewaters. For residential subdivisions in the flood evacuation area, a flood evacuation plan will be required.
- 7 If site is in the :HS Hillside Overlay District, a slope analysis shall be prepared consistent with the requirements of 17.30.040(H) in order to determine site density. The plans will need to identify any building or access siting concerns and applicants will need to review and provide plans consistent with the city's *Hillside Development Guidelines*. Application submittals must include (unless waived) a site plan with the precise location of existing topography and proposed changes and natural site features; a precise grading and drainage plan; a preliminary landscape plan, construction drawings, and a scale model or visual simulations (17.40.070.B).
- 8 If site is on the City's **Combined Historic Resources List**, the structure is subject to the City's Historic Preservation Ordinance. (NMC Chapter 15.52). A Certificate of Appropriateness may be required, and city "Rehabilitation Guidelines for Historic Properties" apply. Check with Community Development staff.
- 9 If the Administrative Permit is **appealed**, the applicant will be required to provide a 500 foot radius mailing list for public hearing notice per 17.68.070.
- 10 **Environmental Information Form** - To help determine whether any supplemental environmental studies are required, such as a parking, traffic or noise study.
- 11 Other data or information necessary to complete processing of the map and environmental documents.
- 12 Other - \_\_\_\_\_